



CIITS Helpful Hints for Campus Administrators

Office of Knowledge, Information and Data Services (KIDS)
Division of Enterprise Data

Campus/CIITS – Helpful Hints

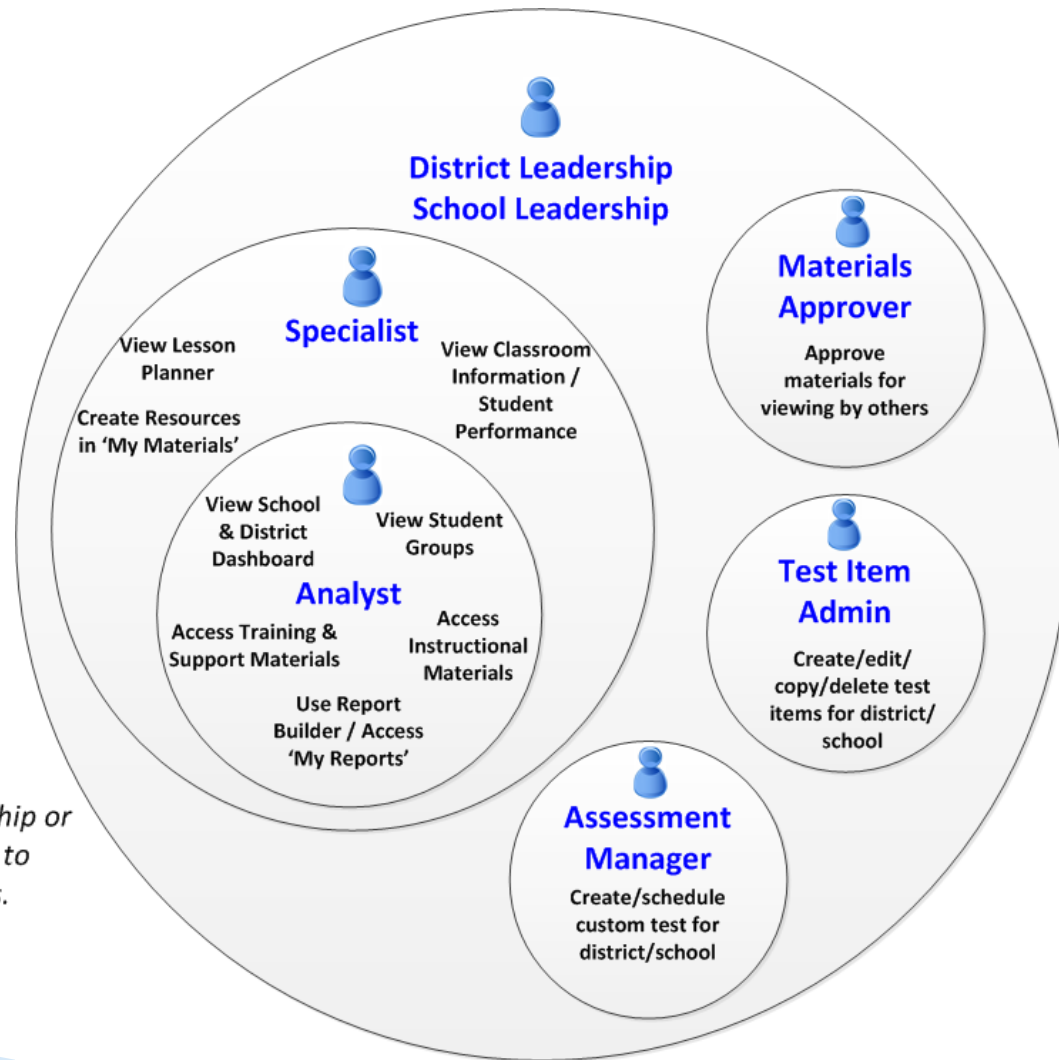
Agenda

- ▶ CIITS Components
- ▶ Data Integration
- ▶ Account Provisioning (Roles)
- ▶ Job Categories
- ▶ Campus Reports Available
- ▶ Other CIITS information *(not covered in presentation)*
 - *Gradebook*
 - *Roster Verification*

CIITS Components

- ▶ Continuous Instructional Improvement System (CIITS)
 - Instructional Management System (IMS)
 - Educator Development Suite (EDS)
- ▶ Other Professional Growth & Effectiveness System (PGES) components sometimes referred to as “CIITS”
 - Assist
 - Edivate (formerly known as PD360)
- ▶ CIITS is technology platform that supports PGES.

Instructional Management System (IMS) Custom Roles and Inheritance

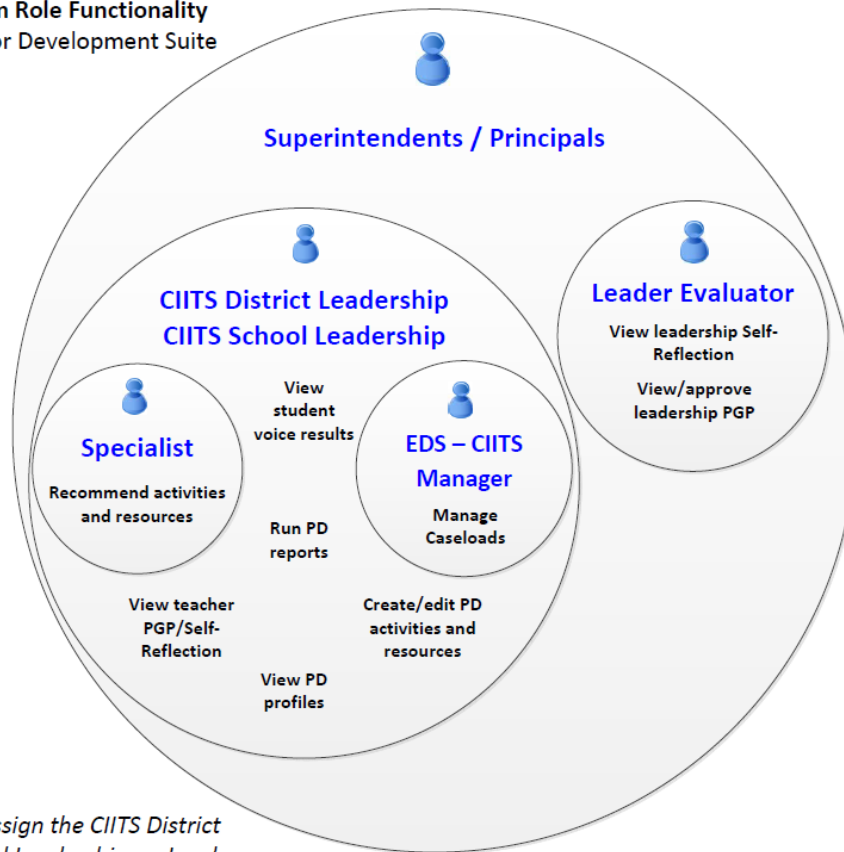
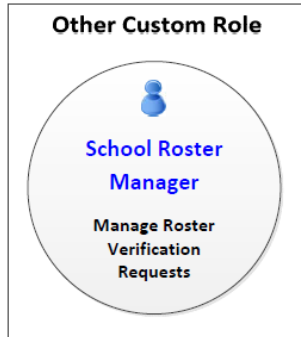


Do not assign the District Leadership or School Leadership custom role to Superintendents or Principals.

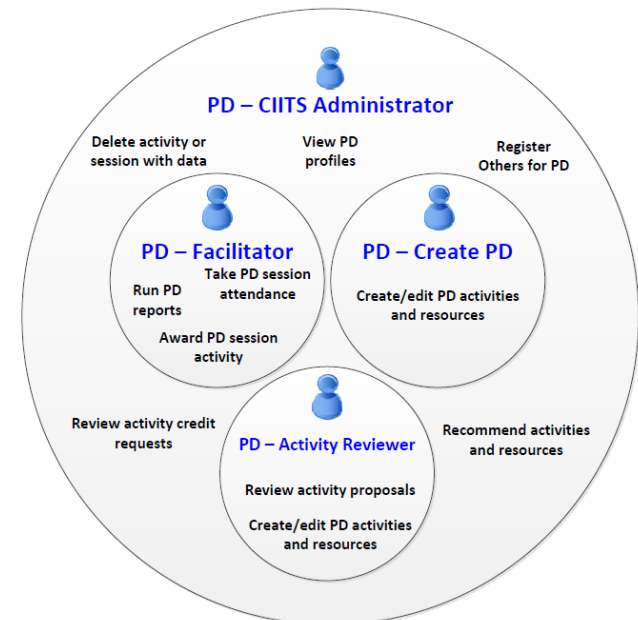
Educator Development Suite (EDS) Custom Roles and Inheritance



Custom Role Functionality
Educator Development Suite



Custom Role Functionality
PD Planner



It is **not** necessary to assign the CIITS District Leadership, CIITS School Leadership, or Leader Evaluator roles to Superintendents or Principals.

Campus/CIITS Data Integration

- ▶ Student, Staff, and Course/Section related data is extracted from IC and loaded to CIITS
- ▶ Majority of data loaded weekly
 - Data entered by 5:00PM on Fridays will be available in CIITS the following Tuesday morning
- ▶ Staff demographic and assignment changes loaded daily
 - Data entered by 11:59PM Mon–Thu will be available in CIITS within one processing day
 - (Ex. Data entered Mon will be in CIITS on Wed)

Campus/CIITS Data Integration

Shared Data

Student

- Demographics – SSID, name, dob, address, guardians
- School/Course/Section enrollment
- Program (SPED, Gifted/Talented, LEP, Migrant, Title I)
- Behavior incidents
- Attendance

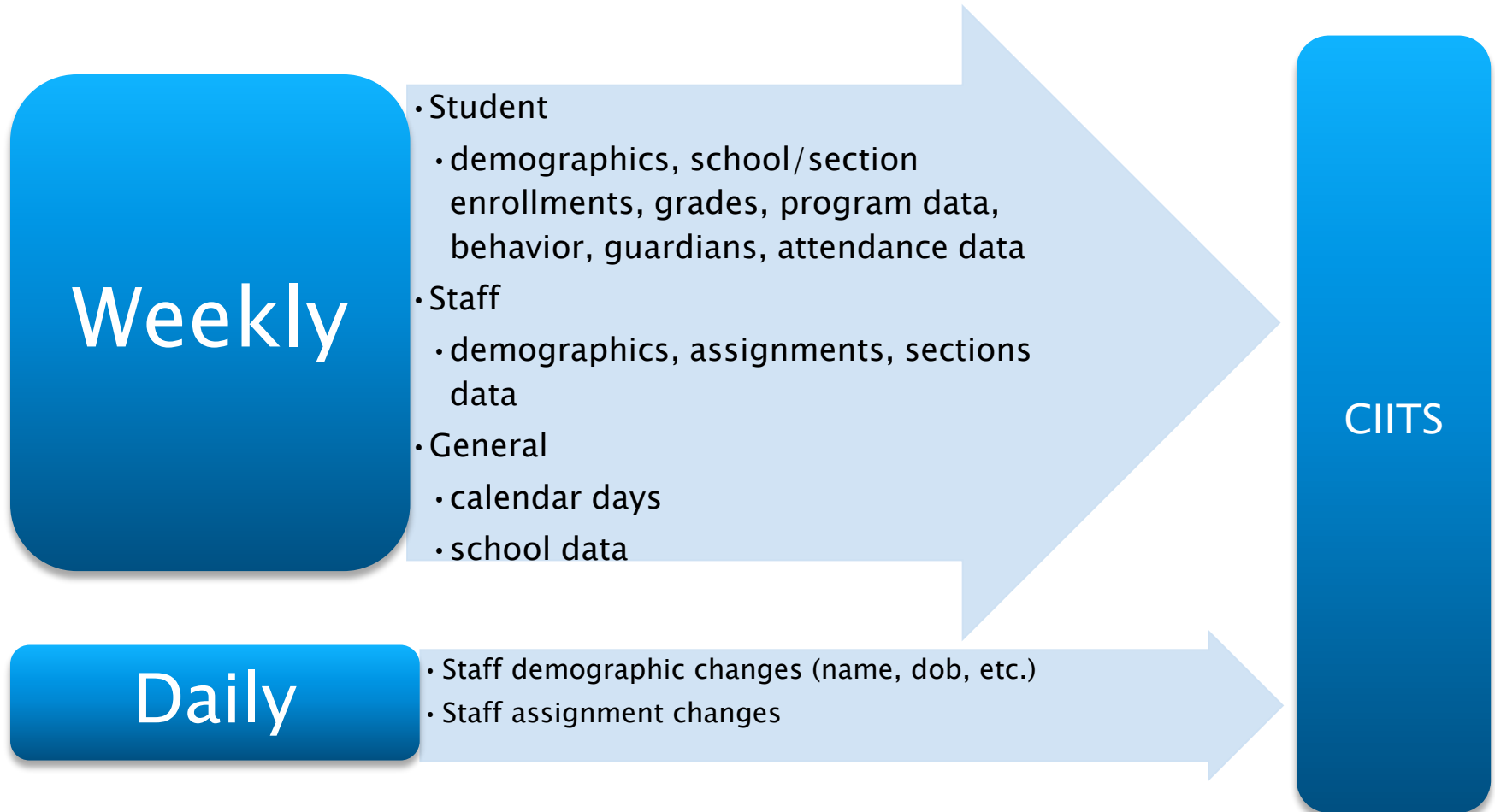
Staff

- Demographics – Staff ID, name, dob, address
- Teacher, Leadership, Staff identifier
- Courses/Sections taught
- District/School assignments and roles

General

- District setup information (name, address, etc.)
- School setup information (name, address, etc.)
- Calendar setup (school days, holidays)

Campus/IMS Data Integration



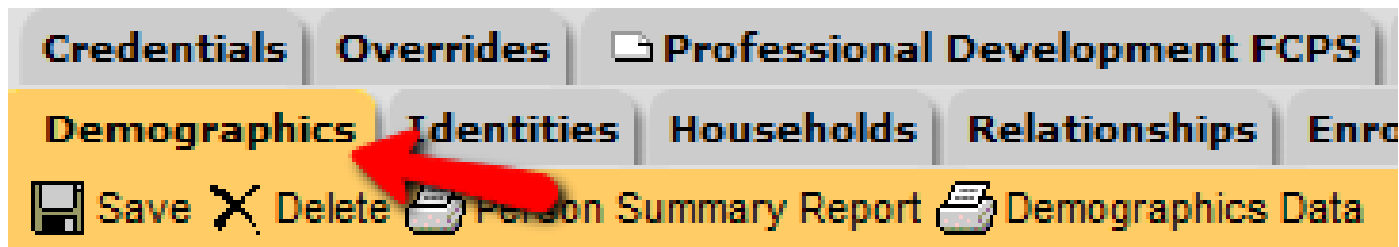
Roles determine what data a user can see in CIITS

Account Provisioning – Campus Setup for CIITS Access

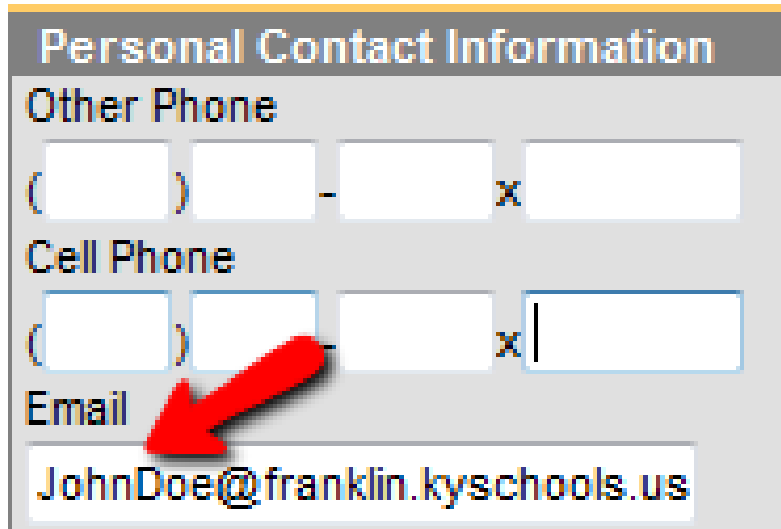
- ▶ Three requirements to be set up in IC for a person's CIITS account to be active
 1. Valid kyschools.us email address
 2. Active district employment record
 3. Active district assignment record

Set up email in IC

- ▶ Click path: Census>People>Demographics
- ▶ Must be a valid kyschools.us email address



This screenshot shows the top navigation bar of the IC software. The tabs are: Credentials, Overrides, Professional Development FCPS, Demographics, Identities, Households, Relationships, and Enrollments. The 'Demographics' tab is highlighted in yellow. Below the tabs is a toolbar with icons and labels for Save, Delete, Person Summary Report, and Demographics Data. A red arrow points to the 'Demographics' tab.



This screenshot shows the 'Personal Contact Information' form. It has three sections: 'Other Phone', 'Cell Phone', and 'Email'. Each section has a form field with a red arrow pointing to it. The 'Email' field contains the text 'JohnDoe@franklin.kyschools.us'.

Personal Contact Information

Other Phone

() - x

Cell Phone

() - x

Email

JohnDoe@franklin.kyschools.us

Set up district employment

- ▶ Click path: Census>People>District Employment
- ▶ Ensure start date is earlier than current date and end date is blank (or is in the future)

The screenshot shows a web application interface for setting up district employment. At the top, there are tabs for 'Credentials', 'Overrides', 'Professional Development FCPS', 'Home Phone', and 'FCPS Training'. Below these are tabs for 'Demographics', 'Identities', 'Households', 'Relationships', 'Enrollments', and 'District Employment'. The 'District Employment' tab is active. Below the tabs, there are buttons for 'Save', 'Delete', and 'New'. The main content area is titled 'Employment Records' and contains a list of records. The first record is '#165 Fayette County (07/01/2011 -)'. Below the records, there is a section titled 'Employment Information'. This section contains two columns of input fields. The left column has a '*Start Date' field with the value '07/01/2011' and a 'Teaching Start Year' field. The right column has an 'End Date' field and a 'Teaching Years Modifier' field. A red arrow points to the 'Start Date' field, and a yellow arrow points to the 'End Date' field.

Credentials Overrides Professional Development FCPS Home Phone FCPS Training

Demographics Identities Households Relationships Enrollments District Employment

Save Delete New

Employment Records

#165 Fayette County (07/01/2011 -)

Employment Information

*Start Date 07/01/2011 Teaching Start Year

End Date Teaching Years Modifier

Set up district assignment(s)

- ▶ Click path: Census>People>District Assignments
- ▶ Ensure start date is earlier than current date and end date is blank (or is in the future)

The screenshot shows the 'District Assignments' window. At the top, a red arrow points to the 'District Assignments' tab. Below the tab, a yellow arrow points to a date entry '(07/01/2012)' in a list. At the bottom, a green arrow points to the '*Start Date' field, which contains '07/01/2012', and a blue arrow points to the 'End Date' field, which is blank. The 'Employment Assignment Information' section shows 'Harrison Elementary School' for the School, and other fields like Department, Title, FTE of Assignment, and Assignment Code are also visible.

Setup District/School Email

- ▶ The Superintendent / Principal email for each district / school should be set up to provision them the default Leadership role
- ▶ District (Superintendent) click path:
System Administration>Resources>District Information>**Email** field
- ▶ School (Principal) click path:
System Administration>Resources>School>**Principal Email** field

CIITS Default Roles

Leadership

- Email address on users demographic setup matches email address on district/school setup

Teacher

- Type 01: Teacher on district assignment with the latest (or open-ended) district assignment record

Staff

- Type other than 01: Teacher (or blank Type) on district assignment with the latest (or open-ended) district assignment

Note: If a person has two district assignments, one with Type 01 and one with a differing type, with equal end dates, then they will have a Teacher default role, provided they are not Leadership.

CIITS Custom Roles

Employment Assignment Information

School
DEWITT ELEMENTARY SCHOOL

Department
▼

*Start Date
07/02/2013

End Date
▼

Type
▼

FTE of Assignment
▼

PD CLASS Offered By
▼

PD CLASS
▼

CIITS District Analyst
CIITS District Assessment Manager
CIITS District Leadership
CIITS District Materials Approver
CIITS District Specialist
CIITS District Test Item Admin
CIITS School Analyst
CIITS School Assessment Manager
CIITS School Leadership
CIITS School Materials Approver
CIITS School Roster Mgr
CIITS School Specialist
CIITS School Test Item Admin
EDS - CIITS Manager
PD - CIITS Activity Reviewer - District
PD - CIITS Activity Reviewer - School
PD - CIITS Administrator - District
PD - CIITS Create PD - District
PD - CIITS Create PD - School
PD - CIITS Facilitator - District

alified
▼
Type
Credit
▼
ice Appro

Ensure the **Type** is consistent across all of the individual's assignments within a school.

- ▶ Assigned through the Title field when setting up district assignments
- ▶ Users may be assigned multiple custom roles
- ▶ Only assign “District” custom roles at the district office and “School” custom roles at a school
- ▶ If a person is assigned a “District” custom role at the district, it is **unnecessary** to assign them that same custom role at each school



Job Categories



*Define which evaluation framework should be assigned.
Multiple assignments require
“Evaluation Override” designation.*

Changes for 2015–2016

- ▶ Job categories will be used to align certified staff* to eligibility groups in CIITS.
*Principals/Assistant Principals, Teachers, Other Professionals.
- ▶ Job categories will be derived from the Type/Alt Type value and (if set) Evaluation Override on a person's active assignments in IC.
- ▶ Job category extraction for staff will begin with new year rollover (end of June 2015).

IC Type/Alt Type overview

- ▶ Type/Alt Type is located on the District Assignments tab in IC.
- ▶ Will be used to determine a person's job category in CIITS.
- ▶ Must be the same on all active assignment records within a school, but may be different between schools (consistent with EPSB requirement).
- ▶ Not all Type/Alt Type values will be aligned to a job category.

Type/Alt Type alignment to Job Categories

IC Assignment Record:

Employment Assignment Information	
School DEWITT ELEMENTARY SCHOOL	
*Start Date 11/10/2014	End Date
Type 07:Other	FTE of Assignment
Alternate Type ISC: School Instructional Specialist/Coach	

IC 'Type' value and corresponding CIITS job category

IC Type

01 – Teacher
02 – Administrator
03 – Counselor
05 – Speech Therapist
06 – Librarian

07 / REH: Rehabilitation Counselor
07 / SOW: Social Worker
07 / PSY: Psychologist
07 / OCC: Occupational Therapist
07 / PHT: Physical Therapist
07 / REC: Recreation Therapist
07 / SPT: Speech Therapist
07 / ISC: Instructional Specialist/Coach

Principal (identified by email)

CIITS Job Category

Teacher
School Administrator
Guidance Counselor
Therapeutic Specialist
Library Media Specialist

Guidance Counselor
Guidance Counselor
Psychologist
Therapeutic Specialist
Therapeutic Specialist
Therapeutic Specialist
Therapeutic Specialist
Instructional Specialist / Coach

Principal

Type/Alt Type values **not** aligned to a Job Category

- ▶ 04 – Support
- ▶ 07 – Audiologist
- ▶ 07 – Interpreter
- ▶ 07 – Other Non–Professional
- ▶ 07 – Other Professional
- ▶ 07 – Teacher Aide
- ▶ 07 – Work Study Coordinator

Key Business Rules

- ▶ Each person will be aligned to only **ONE** job category; this job category will be used system-wide in CIITS / EDS.
- ▶ A person's job category will be aligned to each of their active school assignments (i.e. if person's job category is Psychologist, they will be considered a Psychologist in every school which they have an active assignment).
- ▶ Staff aligned to a job category may be evaluated in any school that they have an active assignment (can choose which school in CIITS/EDS).

Key Business Rules, cont.

- ▶ When determining a person's job category:
 - Only active assignments records will be considered.
 - Only assignments in schools will be considered (PGES is a school-based system).
 - Persons identified as the principal (email match) will receive the principal job category even if Type/Alt Type setup is not correct.
 - Districts may override the Principal job category using Evaluation Override.

Evaluation Override

- ▶ New field on the District Assignments tab in IC.
- ▶ Used to identify which Type/Alt Type value to use to align the person to a job category if person has differing Type/Alt Type values between schools.

Employment Assignment Information

School
Lynn Camp Schools

*Start Date 08/10/2014 End Date

Type 01:Teacher FTE of Assig

Alternate Type

Reading First

Evaluation Override

Employment Assignment Information

School
DEWITT ELEMENTARY SCHOOL

*Start Date 08/05/2014 End Date

Type 06:Librarian FTE of Assig

Alternate Type

Reading First

Evaluation Override
01: Yes

For staff with differing Type/Alt Type values between schools, use the Evaluation Override field to identify which value to use to align them to a job category.

IC Data Setup Issues

- ▶ IC Data setup issues need to be resolved for a person to be aligned to a job category.
 - 1 – No district employment record
 - 2 – No assignment in any school
 - 3 – Conflicting Type/Alt Type values within one school
 - 4 – Evaluation Override set on more than one Type/Alt Type value
 - 5 – Evaluation Override needs to be set
 - 6 – Evaluation Override set on ineligible Type/Alt Type value
 - 7 – Not aligned to eligible Type/Alt Type value

Current Breakdown of Issues (Exceptions) (Staff with no designated Job Category – All Districts)

Exception Code	Distinct Staff*
E1: No active district employment record	1,828
E2: No active assignment in any school	4,244
E3: Conflicting Type and/or Alt Type values within one school	1,671
E4: Evaluation Override set on more than one Type/Alt Type value	0
E5: Evaluation Override needs to be set	893
E6: Evaluation Override set on ineligible Type/Alt Type value	0
E7: Not aligned to eligible Type/Alt Type value (Includes classified staff)	32,680

Note: One person may have multiple exceptions codes. 683 persons have more than one exception code; reflected in count above.

*Data as of 1/26/2015



Resolving Exceptions

- ▶ New report “CIITS Job Category Exception” report in district IC sites Feb 12.
- ▶ Identifies staff who will not receive a job category due to data setup issues on one or more of their active assignment records in IC.
- ▶ Exception code(s) will identify what the data setup issue is.
- ▶ Districts should begin reviewing report now so that issues are resolved by May.

CIITS Job Category Report

- ▶ May be run for staff in one school or entire district.
- ▶ Output results in .CSV (Excel) format.
- ▶ Example:

	A	B	C	D	E
1	personID	lastName	firstName	middleName	jobCategory
2	12456	Duck	Daffy	Jay	Library Media Specialist
3	1111	Duck	Donald	Bob	Teacher
4	23445	Mouse	Mickey	Bob	Teacher
5	67890	Mouse	Minnie	Jo	Psychologist
6	2222	Squarepants	Sponge	Bob	Guidance Counselor
7	3333	White	Snow	Marie	Principal

Quick Reference Cards (QRCs)

- ▶ Correcting CIITS Job Category Exceptions QRC
 - Two page QRC; details steps necessary to correct each exception code appearing on CIITS (EDS) Job Category Exception Report.
- ▶ Job Category Setup for Certified Staff QRC
 - Two page QRC; details steps necessary to set up certified staff according to data standards to receive appropriate job category in EDS.

Campus – Custom Reports

Kentucky State Reporting Quick Reference
(Rev. 2/18/2015)

Path	Report Name	Report Description
KY State Reporting > KDE Reports	CIITS Job Category	<p>The purpose of this report is to show staff and their derived job category. A person's job category will determine the evaluation framework and sources of evidence (Self-Reflection, Professional Growth Plan, etc.) that a person will receive in CIITS. The job category shown on this report is based on the values selected in the Type/Alternate Type fields on the person's active assignment records. The Evaluation Override field is also taken into consideration when determining a person's job category.</p> <p>The report may be run for staff in all schools (by selecting "All Schools" in the toolbar above) or for a specific school.</p>
KY State Reporting > KDE Reports	CIITS Job Category Exception	<p>The purpose of this report is to show staff who will not receive a job category in CIITS due to incorrect Type/Alternate Type setup on one or more of their active District Assignment records. The report may be run for employees in all schools (by selecting "All Schools" in the toolbar above) or for a specific school. This exception report will only show employees who will not receive a job category due to a setup issue. If an employee appears on this report, review the employee's active District Assignment records to correct the issue.</p> <p>Note: Only certified staff who will be evaluated need to be aligned to a job category.</p> <p>Classified staff who will not be evaluated do not need to be aligned to a job category. Disregard exception codes appearing on this report for classified staff who will not be evaluated.</p>
KY State Reporting > KDE Reports	CIITS Roles	<p>This report lists people who currently have user rights to CIITS. If a user is on this report who should not have rights, an appropriate end date should be entered.</p>

CIITS Login Support

[CIITS Alerts and Notifications](#)

[CIITS Forms](#)

[CIITS Help](#)

[CIITS Instructional Resources](#)

[CIITS Login Support](#)

[CIITS Metrics and Reports](#)

[CIITS News](#)

[CIITS Support Materials](#)

[CIITS Training](#)

CIITS Login Support

Published: 3/10/2015 1:13 PM

This page contains information that will help you access CIITS. There is also documentation that will assist you in setting up individuals and assigning roles in Infinite Campus.

If you are new to CIITS

Begin by reviewing the [Login Quick Start Sheet](#).

District User Access

District users need to be set up in Infinite Campus to gain access to CIITS. The KSIS point of contact in your school or district can assist in setting you up correctly.

Your "kyschools.us" email address will be your CIITS username. Your personal or home e-mail address will not work for logging into CIITS.

Once you receive your temporary password and log in for the first time, you will be required to change your password. You will need a separate [KET Encyclomedia: Discovery Education](#) user name and password to access instructional materials in CIITS. If you do not have this login information, click on the link to KET Encyclomedia above and choose "register", select your district from the dropdown, and fill in the requested information.

If you believe you need greater access to CIITS than you are currently granted, please submit the [CIITS District User Access Request form](#) to your district or school KSIS point of contact.

KDE Employee Access

Most KDE employees will have access only to standards and aggregate data in CIITS.

If you do not have access to CIITS and believe you need it for your job, or think you need greater access, submit a [KDE Employee system access request](#).

Education co-op, educator preparation program or affiliated education groups

You have access to CIITS through the District 175 Project. This is a



If you experience an issue logging into CIITS, please contact the CIITS Help Desk:

CIITS Help Desk

Phone: 1-855-HELP4KY

Email: ciitshelp@schoolnet.com

Hours: M-F 8:00am-6:00pm EST

User Setup in Infinite Campus for CIITS access:

- [Setting up district staff in IC](#)
- [Setting up Other Professionals for pilot year](#)
- [Detailed User Setup Guide](#)

Roles Information:

- [Custom Roles Diagram](#)
- [System Functionality by Role](#)
- [Screenshots by Role](#)

Related Resources:

- [Access Request Forms](#)
- [Options for populating email addresses in IC](#)
- [Selecting default institution/updating password in CIITS](#)

Assigning CIITS Roles Guide

[CIITS Alerts and Notifications](#)

[CIITS Forms](#)

[CIITS Help](#)

[CIITS Instructional Resources](#)

[CIITS Login Support](#)

[CIITS Metrics and Reports](#)

[CIITS News](#)

[CIITS Support Materials](#)

[CIITS Training](#)

CIITS Support Materials

Published: 2/17/2015 3:32 PM

The CIITS Support page contains module support materials, technical documents, support escalation scripts, and support contact information.

Support Materials

General

- [CIITS FAQs](#)
- [New School Year Resource Guide](#)
- [Infinite Campus-CIITS Data Refresh Cycle Information](#)
- [KY Implementing Scanning Initiatives Guide](#)
- [CIITS Gradebook Submissions Guide](#)
- [Infinite Campus-CIITS Data Mapping](#)
- [Options for populating email addresses in IC](#)
- [Selecting default institution/updating password in CIITS](#)

User Setup in Infinite Campus for CIITS access

- [Setting up district staff in IC](#)
- [Setting up Other Professionals for pilot year](#)
- [Detailed User Setup Guide](#)
- [Setting up Contributing Professionals](#)

CIITS Roles Information

- [Custom Roles Diagram](#)
- [System Functionality by Role](#)
- [Screenshots by Role](#)
- [Other Professionals - Set Default Institution and Default Role](#)

- Contains screenshots and specifications for setting up required data for CIITS accounts
 - Email
 - District Employment
 - District Assignments (including CIITS custom roles)
- Available on the CIITS Support Materials page:

Home>Districts>District/School Support>Technology>CIITS



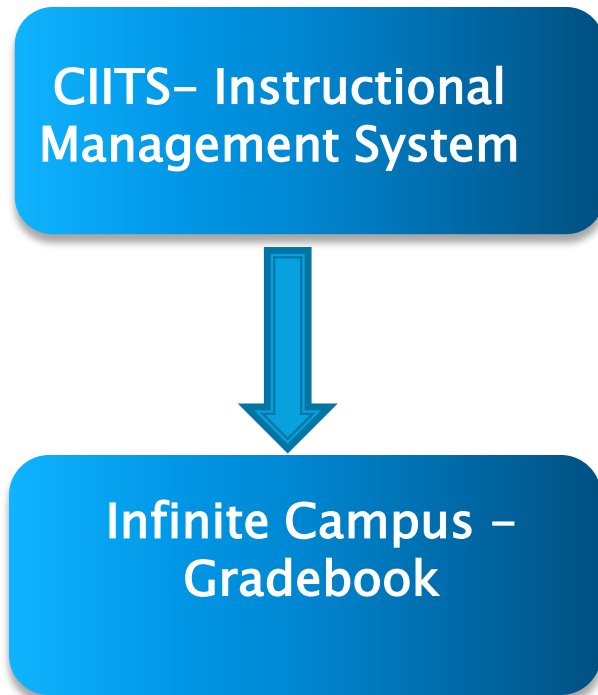
Questions?

Other CIITS Information



*To assist Campus
Administrators with questions
and set up*

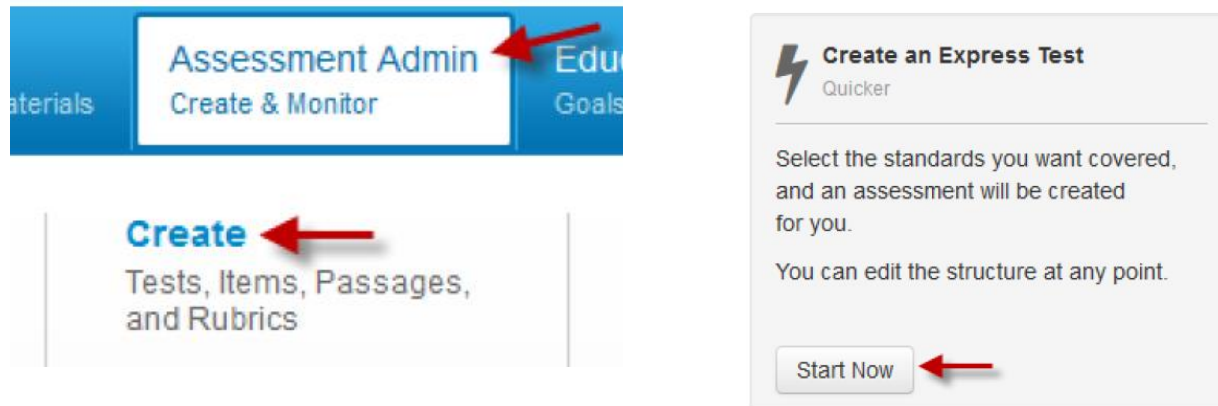
Gradebook Import Process



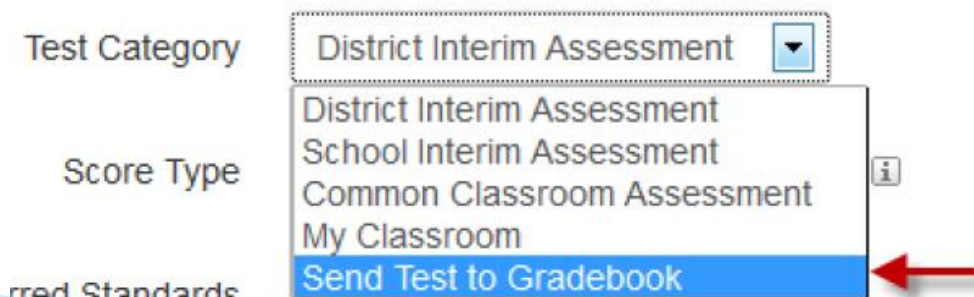
- ▶ Allows a teacher to send results from test created in CIITS to IC gradebook
- ▶ Express Test and Manually Created test results may be sent to IC gradebook
- ▶ Test must be set up with a test category of **Send Test to Gradebook**
- ▶ Test must be **scheduled** and **administered** for data to be sent
- ▶ Data is sent nightly through a batch (scheduled) process

Example: Set Up a CIITS Express Test to send to IC Gradebook

▶ 1. Create an Express Test in CIITS



▶ 2. Choose Send Test to Gradebook in the Test Category drop-down



Example of Imported Data

Create: Express Test

Test Name*

Subject*

Grade Level* to

Institution Source

Test Category

Score Type

Preferred Standards Document

7087Q1-9 Extended Math

Teacher: Todd Haydon

Assignments

Assignment List Save Save & Score Save & Create New Ass

Assignment Detail

Assignment ID: 54992

*Name

*Abbreviation

Type ☐ Unscored Activity ☒ Scored Assignment

Test Strand

Notes Cutting and pasting from third party products, e.g., Microso

Example of Imported Data

▼ Test Properties

Test Category

Send Test to Gradebook

Grade Range

06 - 06

Score Type

Total Score

Subject

Mathematics

Preferred Standards Document

**ACT QualityCore™ Course
Standards - Algebra I**

Items

7

Point Value

15

Scoring Alignment Detail

Create scoring alignment(s) to Grade Book by selecting from the

Standards

Select which standards get this assignment.

Standard	Scoring Type	*Total Pts	*Multiplier
----------	--------------	------------	-------------

Grading Tasks

Select which grading tasks get this assignment.

Grading Task	Scoring Type	*Total Pts	*Multiplier
<input type="checkbox"/> Quarter			
- <input checked="" type="checkbox"/> Midterm Progress	<input checked="" type="radio"/> Points	15	1
<input type="checkbox"/> CIITS Tests			
<input type="checkbox"/> CIITS			

Example of Imported Data

TEST SETTINGS

Test Settings

Start Date:*

09/21/2012

Enter a start date.

End Date:*

09/25/2012

Enter an end date.

Score Due Date:*

09/25/2012

Enter a score due date.

☐ Prevent the students from accessing the test results until after the end date

Section Placement

Select which sections get this assignment.

Section	Active <input type="checkbox"/>	Hide <input type="checkbox"/>	Assigned Date	*End/Score Date	*Seq	Student Group
<input type="checkbox"/> 7087Q1-3 Extended Math						
<input checked="" type="checkbox"/> 7087Q1-9 Extended Math	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/21/2012	09/25/2012	1.00	No Groups
<input type="checkbox"/> 7087Q1-14 Extended Math						

CIITS–IC Gradebook Submission Guide

- Contains screenshots and specifications for setting up required data for CIITS data to be imported to IC gradebook
- Available on the CIITS Support Materials page:

[Home](#)>[Districts](#)>[District/School Support](#)>[Technology](#)>[CIITS](#)

[CIITS Communications](#)

[CIITS Forms](#)

[CIITS Help](#)

[CIITS Instructional Resources](#)

[CIITS Login Support](#)

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CIITS Support Materials

Published: 12/19/2013 3:10 PM


The CIITS Support page contains module support materials, technical documents, support escalation scripts, and support contact information.

Support Materials

General

- [CIITS FAQs](#)
- [Locating Student Data after End-of-Year](#)
- [New School Year Resource Guide](#)
- [KY Implementing Scanning Initiatives Guide](#)

Training Documents

- [Assigning CIITS Roles & Permissions through Infinite Campus](#)
- [CIITS Gradebook Submissions](#) 



Roster Manager Functionality

- Purpose: to ensure that the correct students are on a teacher's roster for EDS / Teacher of Record
- Teachers only verify sections for which they are the primary teacher
- School Roster Manager – custom role which may be assigned to one or more individuals
- Assign this custom role to KSIS person within each school
- Person with School Roster Manager role will receive roster verification requests from teachers

Roster Verification

The primary teacher for the section verifies the roster

- ▶ Click My Account / Sections & Rosters

TRAINING SITE Continuous Instructional Improvement Technology System

Welcome, JOHN! | KY Training Dis... | Sign Out | My Account

Find a Student

School & District Data Reports and Indicators | Classrooms Standards and Instructional Materials | Assessment Admin Create & Monitor | Educator Development Goals, Performance, PD

My Account: Sections & Rosters

Roles and Operations | Personal Information | Email and Notification | Change Password | Sections & Rosters

- ▶ Click Verify student roster

Roles and Operations | Personal Information | Email and Notification | Change Password | Sections & Rosters

Current Year | All Years | 2011-2012 | 2010-2011

◀ Prev.


Order	Section	Roster	Status	Actions
1	Adv English-4 - LOGAN section 1	25 Students	Not Verified	Verify student roster Request removal of entire section

Grade(s): 11 - 12
School: Henry Clay High School
Year: 2012-2013
Primary Teacher: County, Jefferson
Department: English/ Language Arts
Content Area(s): -
Report incorrect content area(s)

Roster Verification – Remove Student

The primary teacher for the section verifies the roster

- ▶ 1. Review roster and click **Request Removal** icon for any students who should not appear in the section

Student	Remove
BARNETT, EMILY	 Request Removal

- ▶ 2. Enter removal details and click **Submit**

Student	Remove
BARNETT, EMILY	<p>Please enter a reason</p> <input type="text"/> <p>Do you know which teacher this student should be assigned to? If so, please indicate.</p> <input type="text"/> <p>Date</p> <input type="text" value="mm/dd/yyyy"/> <p><input type="button" value="Cancel"/> <input type="button" value="Submit"/></p>

Roster Verification – Remove Student

The primary teacher for the section verifies the roster

- ▶ 3. The roster displays the student's name crossed out and as "Pending Removal"

Student	Remove
BARNETT, EMILY	Pending Removal

Roster Verification – Add Student

The primary teacher for the section verifies the roster

- ▶ 1. Click Request Addition

Request Addition

- ▶ 2. Enter the student's name and student ID; click **Submit**

Request Addition

×

Student Name (Last, First)*

Smith, John

Student ID

1234567890

Date

mm/dd/yyyy

Cancel

Submit

Roster Verification – Add Student

The primary teacher for the section verifies the roster

- ▶ 3. The roster displays the student's name with a “+” and as “Pending Addition”

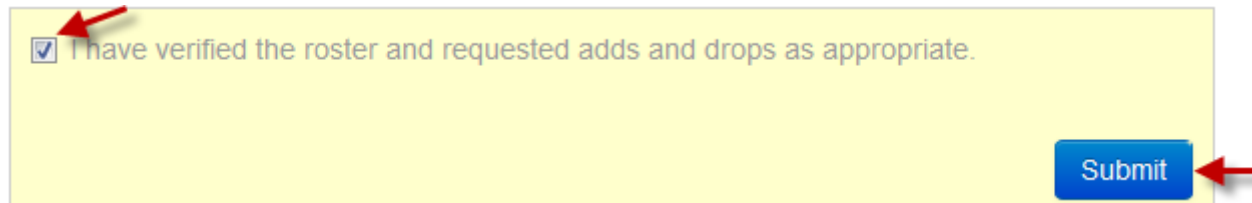
+ Smith, John

Pending Addition

Roster Verification – Submit

The primary teacher for the section verifies the roster

- ▶ Click verification checkbox and click Submit



☒ I have verified the roster and requested adds and drops as appropriate.

Submit

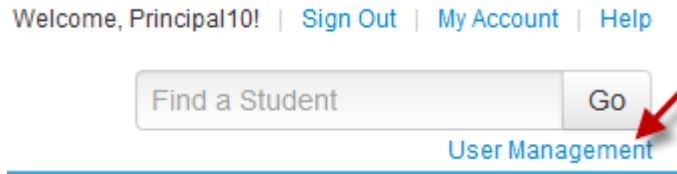
- ▶ The roster status is updated

Section	Roster	Status
Adv English-4 - LOGAN section 1	25 Students	Roster verified 12/16/2013

Roster Update

The School Roster Manager will perform these steps

▶ 1. Click User Management



▶ 2. Click Enrollment Change Requests

User Management

Manage Users

View and edit existing users, and add new users to Schoolnet.

Roles

View, edit, and add user-defined roles.

Operations

View user operations.


Enrollment Change Requests

Manage requests for enrollment changes.

Roster Verification Process

The School Roster Manager will perform these steps

- ▶ 3. Make update to section roster in Infinite Campus
- ▶ 4. Click Done

Action ▾	Date of Add/Drop ▾	Student ▾	Currently In ▾	Should be In ▾	Requested by ▾	Request Date ▾	Reason ▾	Done? ▾
Drop	12/16/2013	MOORE, MICHAEL ID:	General English-4 - LOGAN (2012_165_039_509503S2_96499_4)		County, Jefferson	12/16/2013	Student is not in my class.	 Done

Roster Verification Resources

- Quick Reference Cards and Video

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Educator Development Suite (EDS) Module

- [PGES Field Test Resources](#)
- [Caseload Management](#)
- [Completing Self Reflections](#)
- [VIDEO: Assigning Teacher\(s\) of Record](#)
- [Verifying Rosters](#) ←
- [Managing Roster Verification Requests](#) ←
- [VIDEO: Verifying Rosters](#) ←